

Employment and Wage Detail Electronic Filing

EFW2 SPECIFICATION

Division of Unemployment Assistance (DUA)

Commonwealth of Massachusetts

Effective:

Quarter 4 – 2009 Filing

DOCUMENT REVISION HISTORY

Date	Version	Responsible	Reason for Revision
06/04/08	0.01	H Hoffman	Initial Draft
06/13/08	0.02	N Fisher	Review and Update
06/24/08	0.03	M Holte	Updated to include file upload using application
07/22/08	0.04	M Holte	Updates based on review with Theresa DeMarco, Susan Lynn, Jane Welch and Kathy Wilson
09/05/08	0.05	M Holte S Lynn T DeMarco J Welch	Updates based on consolidated comments review
09/17/08	0.06	M Holte	Updates to adjustment reasons per Steering Committee Review
12/11/08	1.0	O. Chernozhukov D Wenzel	Updated for Employer / Agent Communication and use.
12/18/08	2.0	M Holte D Wenzel	Updates based on Final Review
04/28/09	3.0	H Kaur	Update State Code
06/24/09	4.0	M Holte	Updated instructions for name fields – right justify and fill with blanks instead of “zero” fill. Updated file naming convention.
07/10/09	5.0	M Holte	Updated field id #33 to 4 positions
08/13/09	6.0	M Holte	Updated Name fields to left justify.
11/19/09	7.0	M Holte	Added field positions.

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1 INTERFACE: EFW2 FILE FORMAT

1.1 INTERFACE SUMMARY INFORMATION

The information that follows provides extensive detail with the key information, data definitions, and formatting instructions for generating EFW2 Employment and Wage File for submission to the Massachusetts Department of Unemployment Assistance.

The elements outlined below will be the only elements processed by the system. If other EFW2 elements are present, in their designated spaces, these will be ignored. EFW2 files can be submitted as *.txt online or via FTP or as *.zip for FTP submissions.

Interface Summary Information	
Interface Name	Electronic Employment and Wage Detail Filing – EFW2 Format
Purpose of Interface	The purpose of the EFW2 interface is to allow employers and Third Party Administrators (TPA) to upload employment and wage detail information via online or secure FTP file upload processes.
Trigger for Interface	Employer/TPA creates file and either submits via online Employment and Wage Submission process through self-service system; or, via secure FTP file folder designated to individual employers and TPA organizations (by assignment only). Massachusetts Division of Unemployment Assistance processes file in both real-time and batch processing depending on file sizes and system load.
Post-conditions	<ul style="list-style-type: none">• File processed or rejected.• Employment and Wage records posted to employer(s) account(s).• UI and UHI Contributions and Charges are calculated and posted.• Online Filers receive real-time edits, calculation notice, and confirmation.• FTP Filers receive FTP Acknowledgement File

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Interface Summary Information	
Frequency/Schedule	<ul style="list-style-type: none">• Online files within size limits are processed online in real time; real time edits are displayed for the user.• Online files outside size limits are processed in batch throughout each day and/or overnight. Edits are displayed available for review via "Submission History" self-service module.• Secure FTP Filers are processed in batch each night.• Secure FTP Filers will be assigned a recommended filing time to accommodate large file sizes and anticipated system loads for quarterly filing.

1.2 RECEPTION / UPLOAD DATA SET INSTRUCTIONS

Reception / Upload Data Set Instructions	
Data Elements	<ol style="list-style-type: none">1. Employer Account Number (EAN)2. Year/Quarter3. Employee SSN4. Employee last name5. Employee first name6. Employee middle initial7. Owner/officer8. Hours worked9. Gross wages10. DOR Withholding Wages11. DOR Amount Withheld12. Unit number13. 12th of the month employment data – month 114. 12th of the month employment data – month 215. 12th of the month employment data – month 316. Adjustment reason code
File Extension Format	<p>EFW2 (Formally MMREF-SSA)</p> <ul style="list-style-type: none">• Length: 512• *.txt• .zip (for FTP only)

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Reception / Upload Data Set Instructions	
Expected Naming Convention	<p>Employer: EmployerID_ FileType_MMDDYYYY.txt</p> <p>Example1: 87654321_EFW2_01312010.txt</p> <p>Example2 (FTP): 87654321_EFW2_01312010.zip</p> <p>Agent: AgentID_ FileType_MMDDYYYY.txt</p> <p>Example1: 987654321_EFW2_01312010.txt</p> <p>Example2 (FTP): 987654321_EFW2_01312010.zip</p>
File Rejection Thresholds	<ul style="list-style-type: none">• 25% of Entire File Contains Fatal Record Errors, Entire File is Rejected (See "Data Validation and Error Handling Guide")• Unacceptable File Format (i.e., wrong file length or type)• Unacceptable File Organization (i.e., SSN in Name column)• No wage data (for entire file)

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1.3 OTHER DESIGN INSTRUCTIONS

Other Design Instructions / Miscellaneous Information	
Other Information and Design Instructions	See following supplemental documents for additional information: <ul style="list-style-type: none">• Employment and Wage Submission Guidelines and Information• Sample EFW2 File• Questions can be directed to: duaquest@detma.org

1.4 FIELD DEFINITIONS

DUA's new system will ignore any data found within the elements listed below as "N/A". Either fill-in the spaces with blanks or the data outlined by the standard format. As long as the DUA – required spaces are filled in with the correct data, the file will be processed.

Position	Field Name	Description
1-2	Record Identifier	Constant "RS"
3-4	State Code	Constant "25"
5-9	Taxing Entity Code	N/A
10-18	Social Security Number	Enter employee's social security number as found on the original or replacement card issued by the SSA. No hyphens or dashes.
19-33	Employee First Name	Enter the employee's first name as found on his/her Social Security Number. Left justify and fill with blanks. Hyphens are allowed.
34-48	Employee Middle Name or Initial	Enter exactly as shown on the employee's Social Security Card. Left justify and fill with blanks. If no middle initial or middle name, fill with blanks.
49-68	Employee Last Name	Enter the employee's last name as found on his/her Social Security Number. Left justify and fill with blanks
69-72	Suffix	N/A
73-94	Location Address	N/A
95-116	Delivery Address	N/A
117-138	City	N/A

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Position	Field Name	Description
139-140	State Abbreviation	N/A
141-145	ZIP Code	N/A
146-149	ZIP Code Extension	N/A
150-154	Blank	5 positions
155-177	Foreign State/Province	N/A
178-192	Foreign Postal Code	N/A
193-194	Country Code	N/A
195-196	Optional Code	N/A
197-202	Reporting Period	Enter the month and 4 digit year for which this report applies. (e.g., "032010" for January-March of 2010)
203-213	State Quarterly Unemployment Insurance Total (Gross) Wages	No commas or decimals. Right justified and zero fill.
214-224	State Quarterly Unemployment Insurance Total Taxable Wages	N/A
225-226	Numbered of weeks worked	N/A
227-234	Date first employed	N/A
235-242	Date of Separation	N/A
243-247	Blank	5 positions
248-255	State Unemployment Insurance Account Number	8-digit account number assigned to the employer. Numeric field only. No dashes or hyphens.
256-259	Employer Unit Number	4-digit unit number Numeric field only. No dashes or hyphens. Right justify and zero fill.

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Position	Field Name	Description
260	12 th of the month employment indicator – month 1	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter 1 if the employee worked during the week in the first month of the quarter that contained the 12 th of the month. Enter zero if the employee did not work during the period.
261	12 th of the month employment indicator – month 2	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter 1 if the employee worked during the week in the second month of the quarter that contained the 12 th of the month. Enter zero if the employee did not work during the period.
262	12 th of the month employment indicator month 3	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter "1" if the employee worked during the week in the third month of the quarter that contained the 12 th of the month. Enter zero if the employee did not work during the period.
263	Adjustment Reason Code	<p>Enter the adjustment reason code. Valid codes are 1,2,3,4,5,6,7,8. The code descriptions are the following:</p> <ol style="list-style-type: none"> 1. Employment and Wages adjusted because they were not taxable 2. Wages adjusted because worker(s) were hired/terminated 3. Employment and Wages adjusted to correct computer system, data entry or accounting errors 4. Employment and Wages adjusted because they were reported to the wrong state 5. Employment and Wages adjusted because the workers performed services for a different business 6. Employment and Wages adjusted for a non subject employer 7. Employment adjusted 8. Other <p>For "Original Submissions", enter a "0" for Adjustment Reason Code.</p>
264-267	Blank	4 positions. Field not used. Reserved for state use.
268-273	Blank	6 positions. Field not used. Reserved for SSA use.
274-275	State Code	N/A

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Position	Field Name	Description
276-286	State Taxable Wages	No commas or decimals. Right justify and zero fill.
287-297	State Income Tax Withheld	No commas or decimals. Right justify and zero fill.
298-307	Other State Data	N/A
308	Tax Type Code	N/A
309-319	Local Taxable Wages	N/A
320-330	Local Income tax Withheld	N/A
331-337	State Control Number	N/A
338-340	Hours Worked	Number of hours worked. Right justified and zero fill. No decimals (000 – 999 only).
341	Officer Code	"Y" if affirmative. Otherwise blank.
342-412	Supplemental Data 1	N/A
413-487	Supplemental Data 2	N/A
488-511	Blank	24-positions reserved for SSA use
512	End of Line Identifier	1-position. Carriage return (new line)

1.5 FILE LAYOUT

Field Name	Format	Position	Length	Logic/ Validation
Record Identifier	Text	1-2	2	Constant "RS"
State Code	Numeric	3-4	2	Constant "25"
Taxing Entity Code		5-9	5	N/A
Social Security Number	Numeric	10-18	9	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employee First Name	A/N	19-33	15	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.

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Field Name	Format	Position	Length	Logic/ Validation
Employee Middle Name or Initial	A/N	34-48	15	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employee Last Name	A/N	49-68	20	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Suffix	A/N	69-72	4	N/A
Location Address	A/N	73-94	22	N/A
Delivery Address	A/N	95-116	22	N/A
City	A/N	117-138	22	N/A
State Abbreviation	A/N	139-140	2	N/A
Zip Code	Numeric	141-145	5	N/A
Zip Code Extension	Numeric	146-149	4	N/A
Blank		150-154	5	N/A
Foreign State / Province	A/N	155-177	23	N/A
Foreign Postal Code	A/N	178-192	15	N/A
Country Code	A/N	193-194	2	N/A
Optional Code	A/N	195-196	2	N/A
Reporting Period	Numeric	197-202	6	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
State Quarterly Unemployment Insurance Total (gross) Wages	Numeric	203-213	11	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
State Quarterly Unemployment Insurance Total Taxable Wages	Numeric	214-224	11	N/A
Number of Weeks Worked	Numeric	225-226	2	N/A
Date First Employed	Numeric	227-234	8	N/A
Date of Separation	Numeric	235-242	8	N/A

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Field Name	Format	Position	Length	Logic/ Validation
Blank		243-247	5	
State Unemployment Insurance Account Number	Numeric	248-255	8	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employer Unit Number	Numeric	256-259	4	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
12th of the Month Employment Indicator – Month 1	Numeric	260	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
12th of the Month Employment Indicator – Month 2	Numeric	261	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
12th of the Month Employment Indicator – Month 3	Numeric	262	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Adjustment Reason Code	Numeric	263	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Blank		264-267	4	N/A
Blank		268-273	6	N/A
State Code	Numeric	274-275	2	N/A

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Field Name	Format	Position	Length	Logic/ Validation
State Taxable Wages	Numeric	276-286	11	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
State Income Tax Withheld	Numeric	287-297	11	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Other State Data	A/N	298-307	10	N/A
Tax Type Code	A/N	308	1	N/A
Local Taxable Wages		309-319	11	N/A
Local Income Tax Withheld		320-330	11	N/A
State Control Number		331-337	7	N/A
Hours Worked	Numeric	338-340	3	
Officer Code	A/N	341	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Supplemental Data 1		342-412	71	N/A
Supplemental Data 2		413-487	75	N/A
Blank		488-511	24	N/A
End of Line Identifier	ASCII	512	1	Carriage return (new line)